

~~CONFIDENTIAL~~

19 May 1947

MEMORANDUM FOR THE ASSISTANT EXECUTIVE DIRECTOR

SUBJECT: Organization of FBIB, Office of Operations

1. In accordance with your memorandum of 22 April, Paragraphs 5, 6, and 8, meetings have been held with Col. White, FBIB, Col. Perry

to discuss the implementation of this order. The following are the conclusions reached as a result of these conferences:

- a. Because of the volume of the discarded monitored material and its limited use, the Reference Branch, ORE, will undertake to index on its machine records only the daily publications of FBIB. For this purpose, two copies of the Daily Reports will be furnished the Reference Branch. The Reference Branch will undertake within its capabilities, the indexing of back issues of FBIB publications, the files of which will be furnished them for this purpose.
- b. FBIB will continue to maintain files of material not used in the daily publications, including the BBC Digest and the Soviet Monitor. These will be filed by title and date. Copies of ticker material and onion skin carbons not used in the daily publications will be discarded when practical. These materials will be kept for a period of two years. However, for the next six months, FBIB will keep a record indicating the number of queries received from outside, which necessitate searching through this material, as well as, a record of the number of times it is referred to by FBIB editors. At the end of six months, this record will be examined to determine whether the use of the material warrants its retention by FBIB, or whether its use is so frequent that it should be turned over to Reference Branch, ORE for complete indexing.
- c. Queries regarding material published by FBIB will be referred initially to Reference Branch, ORE. If the request is for material published in the Daily Report, the Reference Branch will instruct the requestor to file a written request with the Office of Collection and Dissemination. If the request concerns material other than that published in the

- 2 -

Daily Report, Reference Branch, ORE will refer the inquiry to FBIB. If the inquiry is such that it can be answered by FBIB after a quick search, no reference will be made to the Office of Collection and Dissemination. If the inquiry requires extensive search, the requestor will be instructed to file a formal request with the Office of Collection and Dissemination. Such standing orders or requests for special distribution, as are now on record with FBIB, and have not been formalized through the Office of Collection and Dissemination, will be handled in this fashion from now on.

25X1A9a



~~CONFIDENTIAL~~
Brigadier General, USA
Assistant Director for Operations

1011 WVA SI Jt 02

25X1A9a

cc: Executive Registry (1)
Central Records (2)
Return to OO (1)
Col. White, FBIB
Col. Perry, ORE

25X1A9a

, ORE
OOD
OD

LBK/lml